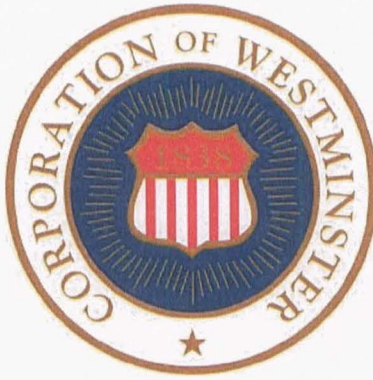


City of Westminster



EEOP Short Form
Department of Justice
Office of Justice Programs

EEOP Utilization Report



Wed Aug 27 08:42:05 EDT 2014

Step 1: Introductory Information

Grant Title:	Violence Against Women Formula Grant (VAWA) - 2013	Grant Number:	VAWA-013-1154
Grantee Name:	City of Westminster	Award Amount:	\$35,000.00
Grantee Type:	Local Government Agency		
Address:	56 West Main Street Westminster, Maryland 21157		
Contact Person:	Major Ronald Stevens	Telephone #:	410-848-4647
Contact Address:	36 Locust Street Westminster, Maryland 21157		
State Granting Agency:	State of Maryland	Grant Number:	VAWA-2013-1154
Contact Name:	Angela R Carpintieri		
Contact Address:	300 East Joppa Road, Suite 1105 Towson, Maryland 21286		
Telephone #:	410-821-2847		

Grant Title:	Bullet Proof Vest Partnership	Grant Number:	Unknown
Grantee Name:	City of Westminster	Award Amount:	\$3,406.00
Grantee Type:	Local Government Agency		
Address:	56 West Main Street Westminster, Maryland 21157		
Contact Person:	Major Ronald Stevens	Telephone #:	410-848-4647
Contact Address:	36 Locust Street Westminster, Maryland 21157		
DOJ Grant Manager:	Unknown	DOJ Telephone #:	877-758-3787

Policy Statement:

The City of Westminster commits to a policy of equal employment opportunity for applicants and employees, complying with local, State and Federal laws. The City's policy is to employ qualified persons without discrimination regarding race creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, genetic information, political affiliation, ethnicity, or status in any other group protected by Federal/State/local law.

Step 4b: Narrative Underutilization Analysis

The City of Westminster (City) Human Resources Office made the following observations in reviewing the Utilization Analysis Chart: 1. Given the small numbers in the job categories of Officials/Administrators (16), Professionals (6), Technicians (3), and Protective Services: Non-Sworn (4), it is difficult to interpret the level of underutilization in each job category as significant in relation to the relevant community labor market. 2. The Utilization Analysis Chart indicates that the most significant underutilization for the City is in two job categories: Protective Services: Sworn-Officials for Black/African American Males (-11%), and for Black/African American Females (-6%), and Protective Services: Sworn-Patrol Officers for White Females (-21%).

In keeping with the City's commitment to having a workforce that reflects the community it serves, the City will examine its recruitment and retention practices to determine if there may be ways to attract more Black/African American Males, and White and African American Females to apply for protective services sworn positions.

Step 5 & 6: Objectives and Steps

1. The City of Westminster's objective is to provide equal employment opportunities to qualified Black/African American Males, and qualified White and Black/African American Females as vacancies are filled for protective services sworn positions.

- a. The City of Westminster Human Resources Office will research other available advertising and recruitment methods, including community and targeted resources, that could assist in reaching qualified Black/African American Males and qualified White and Black/African American Females for protective services sworn positions. If it is financially feasible to utilize these resources, they will be added to the list of advertising methods.
- b. The City of Westminster Human Resources Office will track available data for successful recruitment and advertising resources to identify how qualified Black/African American Male and qualified White and Black/African American Female applicants learned of the protective services sworn advertised vacancy to determine the best methods for recruitment efforts in the future.
- c. The City of Westminster Police Department will review hiring processes for protective services sworn positions to insure that there are no unrecognized barriers that could deter or screen out qualified Black/African American Male and qualified White and Black/African American Female applicants.
- d. The City of Westminster Police Department will meet with Black/African American Male and White and Black/African American Female employees voluntarily leaving protective services sworn positions to determine if there were any unrecognized situations that could affect the employment and retention of employees in the underutilized groups.

Step 7a: Internal Dissemination

- 1) Distribute a hard copy of the EEOP Short Form to supervisory employees who have recruitment and selection responsibilities.
- 2) Distribute a notice to employees that the EEOP is available for review from Human Resources upon request.
- 3) Post employee bulletin board notices that the EEOP Short Form is available from Human Resources upon request.
- 4) Have a bound copy available for review in Human Resources.

Step 7b: External Dissemination

- 1) Provide a link to the EEOP Short Form on the Human Resources page under Equal Employment Opportunity on the City of Westminster's public website.
- 2) Include a notice in each printed job application packet that the EEOP Short Form is available for review from the Human Resources Office.

Utilization Analysis Chart
Relevant Labor Market: Carroll County, Maryland

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	10/62%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/38%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,835/58 %	39/1%	80/1%	0/0%	40/1%	0/0%	15/0%	0/0%	2,385/36 %	60/1%	115/2%	20/0%	0/0%	0/0%	15/0%	10/0%
Utilization #/%	5%	-1%	-1%	0%	-1%	0%	-0%	0%	1%	-1%	-2%	-0%	0%	0%	-0%	-0%
Professionals																
Workforce #/%	5/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,975/30 %	35/0%	365/4%	0/0%	130/1%	0/0%	10/0%	25/0%	5,725/58 %	90/1%	260/3%	0/0%	130/1%	0/0%	49/1%	0/0%
Utilization #/%	53%	-0%	-4%	0%	-1%	0%	-0%	-0%	-42%	-1%	-3%	0%	-1%	0%	-1%	0%
Technicians																
Workforce #/%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	320/19%	0/0%	70/4%	0/0%	0/0%	0/0%	10/1%	0/0%	1,050/64 %	40/2%	100/6%	0/0%	55/3%	0/0%	8/0%	0/0%
Utilization #/%	47%	0%	-4%	0%	0%	0%	-1%	0%	-30%	-2%	-6%	0%	-3%	0%	-0%	0%
Protective Services: Sworn-Officials																
Workforce #/%	14/82%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/18%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	470/73%	0/0%	70/11%	0/0%	0/0%	0/0%	20/3%	0/0%	40/6%	0/0%	40/6%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	9%	0%	-11%	0%	0%	0%	-3%	0%	11%	0%	-6%	0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	22/81%	1/4%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	3/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	3,355/59 %	95/2%	95/2%	0/0%	25/0%	0/0%	39/1%	20/0%	1,865/33 %	65/1%	85/1%	0/0%	45/1%	0/0%	19/0%	15/0%
Utilization #/%	23%	2%	2%	0%	-0%	0%	-1%	-0%	-21%	-1%	-1%	0%	-1%	0%	-0%	-0%
Protective Services: Non-sworn																
Workforce #/%	3/75%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
CLS #/%	30/43%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	30/43%	0/0%	0/0%	0/0%	0/0%	0/0%	10/14%	0/0%
Utilization #/%	32%	0%	0%	0%	0%	0%	0%	0%	-18%	0%	0%	0%	0%	0%	-14%	0%
Administrative Support																
Workforce #/%	5/19%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	21/81%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,355/29 %	135/1%	130/1%	0/0%	145/1%	0/0%	55/0%	0/0%	9,395/63 %	200/1%	450/3%	0/0%	75/0%	0/0%	39/0%	30/0%
Utilization #/%	-10%	-1%	-1%	0%	-1%	0%	-0%	0%	18%	-1%	-3%	0%	-0%	0%	-0%	-0%
Skilled Craft																
Workforce #/%	41/93%	1/2%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,080/89 %	285/5%	100/2%	10/0%	0/0%	0/0%	40/1%	0/0%	175/3%	4/0%	10/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	4%	-3%	3%	-0%	0%	0%	-1%	0%	-3%	-0%	-0%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	13/30%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	28/65%	0/0%	1/2%	0/0%	1/2%	0/0%	0/0%	0/0%
CLS #/%	5,970/38 %	830/5%	755/5%	0/0%	220/1%	0/0%	15/0%	50/0%	6,755/43 %	310/2%	420/3%	0/0%	150/1%	0/0%	45/0%	30/0%
Utilization #/%	-8%	-5%	-5%	0%	-1%	0%	-0%	-0%	22%	-2%	-0%	0%	1%	0%	-0%	-0%

Law Enforcement Category Rank Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Chief																
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Major																
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Captain																
Workforce #/%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant																
Workforce #/%	5/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant																
Workforce #/%	6/86%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	22/81%	1/4%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	3/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

I understand the regulatory obligation under 28 C.F.R. § 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Marge Way City Administrator 8/27/14
[signature] [title] [date]